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26 April 1955

MEMORANDUM FOR: Members of the CIA Career Council  
Members of the CIA Selection Board  
Heads of Career Services

SUBJECT: Ceremony inaugurating the Career Staff

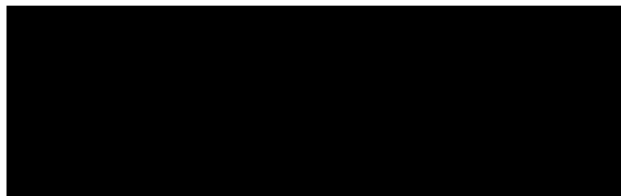
At 9:15 a.m. on 27 April 1955, in the Director's Conference Room in the Administration Building, Mr. Dulles will present to certain members of the Career Staff their official notifications of membership.

The members of the CIA Career Council, the CIA Selection Board and the Heads of the Career Services are invited to attend.

There are attached, for your information, advance copies of [REDACTED] which are in reference to membership in the Career Staff.

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FOR THE CIA CAREER COUNCIL:



Executive Secretary

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NOTICE

PERSONNEL  
25 April 1955

THE CAREER STAFF  
OF THE  
CENTRAL INTELLIGENCE AGENCY

Procedure for Handling Notification of  
Membership in the Career Staff

1. GENERAL

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Regulation No. [REDACTED] provides that all persons who are selected for membership in the Career Staff will be notified of this action. While security considerations preclude the presentation of evidence of membership in the form of a commission or certificate, it is the desire of the CIA Career Council that the actual notification to each individual employee be in a manner commensurate with the importance of the event.

2. PERSONS WITHIN THE CONTINENTAL UNITED STATES

- a. Persons within the continental United States will be notified by classified memoranda personally addressed to them by the Chairman of the CIA Selection Board. The memoranda will contain provision for acknowledgement of the notification. These memoranda will be forwarded through command channels for presentation to the member concerned. It is the intent of the CIA Career Council that these notifications be presented formally by a supervisory officer at the highest practical echelon in the command channel. Group presentation is desirable where appropriate.
- b. The memorandum of notification will be acknowledged by the person concerned and will be returned through channels to the Executive Director of the CIA Selection Board within 30 days of the date of the memorandum. When delivery to the person concerned is impossible within this time because of his unavailability, the memorandum will be returned unacknowledged with the reason for nondelivery noted.

3. PERSONS AT OVERSEAS STATIONS

- a. Lists of persons at overseas stations will be prepared, in pseudonym when appropriate, by the DD/P Area Division concerned or by the proper headquarters element having communication with the overseas stations, and forwarded by dispatch. These persons will be notified orally of their selection for membership in the Career Staff by the Chief of Station or other responsible official in the chain of command.

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- b. The memorandum of notification referred to in paragraph 2 will not be sent overseas for reasons of security. Those memoranda which have been prepared for personnel who are overseas will be returned promptly by the DD/P Area Division concerned or other appropriate headquarters element, to the Executive Director of the CIA Selection Board and will be kept on file in the Central Processing Branch, Office of Personnel. When the overseas returnee, who has already been notified orally, completes his "in-processing," he will have an opportunity to formally acknowledge receipt of the notification. The acknowledged memorandum of notification will then be returned to the Executive Director of the CIA Selection Board.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

L. K. WHITE  
Deputy Director  
(Support)

DISTRIBUTION: A

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